



HYATT REGENCY BUFFALO
EMPLOYMENT OPPORTUNITIES
Week Of August 30th, 2008

DISCOVER A WORLD OF OPPORTUNITY

No. of Openings	Position	Job Req. No.	General Requirements
5	ROOM ATTENDANT	BUF000240	Full-time, non-exempt. Responsible for maintaining the cleanliness of the hotel. This person must have good communication skills as well as the ability to pull and push heavy loads as well as the ability to stand for long periods of time. Schedule flexibility to include weekends and holidays.
2	HOUSE ATTENDANT	BUF000239	Full-time, non-exempt. Responsible for maintaining the cleanliness of the hotel. Must be able to lift push and pull a moderate weight. Fast paced position, scheduled flexibility to include weekends and holidays.
1	GUEST REQUEST RUNNER	BUF000215	Full-time, non-exempt. Responsible for fulfilling guest requests and making deliveries in guest rooms in a timely manner. This person must have good communication skills as well as the ability to pull and push heavy loads as well as the ability to stand for long periods of time. Schedule flexibility to include weekends and holidays.
1	GREETER HARRIET'S RESTAURANT	BUF000235	Part-time, non-exempt. Responsible for welcoming and creating the first impression for guests, including providing table accommodations and offering menu recommendations. Schedule flexibility to include weekends and holidays.
3	SERVER HARRIET'S RESTAURANT	BUF000241	Full-time, non-exempt. Good communication skills as well as the ability to lift pull and push moderate weight. Previous serving experience preferred. Schedule flexibility including weekends and holidays.
1	BARTENDER HARRIET'S RESTAURANT	BUF000238	Full-time, non-exempt. Responsible for providing libations and offering customized recommendations. The right person should be familiar with the latest in mixology, bar equipment, and sanitation standards, with a focus on maintaining an attractive bar. Schedule flexibility to include weekends and holidays.
1	SERVER ROOM SERVICE	BUF000242	Full-time, non-exempt. Responsible for presenting guest food and beverage preferences timely and to temperature. Other duties include general in room dining preparation, removal of serving trays, and maintaining a sanitary environment. Schedule flexibility to include weekends and holidays.
1	SERVER COCKTAIL/BEVERAGE EB GREEN'S RESTAURANT	BUF000243	Part-time, non-exempt. Good communication skills as well as the ability to lift pull and push moderate weight. Previous food and beverage serving experience preferred. Fast paced position at the #1 Steakhouse in Buffalo! Schedule flexibility to include weekends and holidays.
1	BANQUET LINE COOK	BUF000226	Full-time, non-exempt. Requires good communication skills as well as at least two to three years of previous line and banquet/catering experience. Candidates should be able to perform all basic and intermediate cooking skills including preparation of soups, sauces, stocks, frying, broiling. Schedule flexibility to include weekends and holidays.
1	GARDE MANGER COOK (GARMO COOK)	BUF000180	Full-time, non-exempt. Requires 1 to 3 yrs. culinary skills or related experience. Schedule flexibility to include weekends and holidays.
1	LINE COOK	BUF000198	Full-time, non-exempt. Requires good communication skills and hotel cooking experience in a large volume establishment. Professional knowledge of cooking ingredients and procedures required. Schedule flexibility to include weekends and holidays.
2	FRONT OFFICE AGENT	BUF000221	Full-time, non-exempt. Previous hotel experience preferred. Good communication and multi-task skills required. Schedule flexibility needed from 7:00am to 11:00pm to include holidays and weekends.
2	NIGHT AUDITOR	BUF000234 BUF000233	Full-time, non-exempt. Responsible for reconciling and posting daily revenue activity, attending to the guests needs and special guest requests. Good communication and multi-tasks skills required. Schedule flexibility to include weekends and holidays.
2	VAN DRIVER	BUF000210	Full-time, non-exempt. Responsibilities include giving recommendations on the surrounding area and hotel, assisting the passengers during the loading and unloading process, & ensuring that the vehicle is clean, and fueled. Schedule flexibility to include weekends and holidays
1	DOOR ATTENDANT	BUF000206	Full-time, non-exempt. Responsible for welcoming guests to the hotel and obtaining transportation when requested. Good communication skills and the ability to stand for long periods of time and lift a moderate weight. Schedule flexibility to include weekends and holidays.
1	BELL ATTENDANT	BUF000217	Full time, non-exempt. Refined verbal communication skills, physical stamina to lift moderate amounts of weight and ability to tolerate moderate amounts of walking. Flexible schedule to include weekends and holidays.
1	MAINTENANCE MECHANIC	BUF000236	Full-time, non-exempt. Responsible for all areas of maintenance in kitchen, electrical, and mechanical systems. Therefore must possess strong trouble-shooting skills. Will also perform preventative maintenance on major equipment and systems, using a windows based computer system. Good communications skills are necessary and a minimum of five years building maintenance experience is preferred.
<u>Management and Supervisory Opportunities</u>			
1	DIRECTOR OF ENGINEERING	BUF000209	Full-time, exempt. Responsible for maintaining the overall operation of the maintenance department and the appearance and working order of the hotel. At least 6 years or more of progressive hotel or building management experience and least 6 years experience in a senior role within facility management required.

1	SALESMANAGER	BUF000190	Full-time, exempt. A minimum of 1-3 years of hotel sales or comparable experience preferred. Must be proficient in general computer knowledge. Communication and organization skills are of the utmost importance as well as the ability to travel to attend trade shows. Responsibilities include selling guest rooms, meeting space and other Hyatt services to customer groups, managing accounts, and conducting site inspections, solicits and generates business.
1	ASSISTANT PROJECT MANAGER- ENGINEERING	BUF000209	Full-time, non-exempt. Responsible for leading an engineering team throughout their day-to-day tasks, as well as beginning and completing projects to the hotel's high guest service standards. Will be responsible for assigning work tickets, checking in with the PM shift, and ensuring the hotel is in compliance with Hyatt and city standards. A minimum 3-5 years of engineering/building maintenance experience required. Schedule flexibility to include weekends and holidays.
1	FLOOR/SHIFT SUPERVISOR- HARRIET'S RESTAURANT/ICE BAR	BUF000199	Full-time, non-exempt. Responsible for supporting senior leadership by developing and assuming basic management responsibilities. This role leads other associates by coaching, giving direction and may include training. This position also plays a significant role in the overall outlet performance, which includes product quality and service standards. Requires prior supervisory and bartending experience. Schedule flexibility to include weekends and holidays.

high expectations | high rewards | hyatt

**APPLICATIONS ARE
ACCEPTED AT
www.buffalo.hyatt.com**

AA/EOE/M/F/D/V DFWP. Hyatt Hotels is an Affirmative Action Employer.

Please note that the following is not intended to be an inclusive list of functions, essential or otherwise, nor a complete list of skills or qualifications required for these positions. Only applications for currently open positions will be accepted.

Please complete one application per position.